



AMERICAN BATTLE MONUMENTS COMMISSION

Manila American Cemetery

Announcement Number 2013-01ABMC

OPEN TO : To All Interested Candidates
POSITION/GRADE : **Facilities Foreman, LES – 6**
AGENCY/LOCATION : ABMC – Manila American Cemetery
OPENING DATE : July 20, 2013
CLOSING DATE : August 10, 2013
WORKING HOURS : Full time; 40 hours/week
SALARY : Php 340,278 / annum (starting salary)

MAJOR DUTIES AND RESPONSIBILITIES

The position is responsible for coordinating, monitoring and supervising facility maintenance operations; performs a variety of technical tasks relative to facility maintenance. Responsible for maintaining electrical, plumbing, irrigation, drainage, building construction and repairs, and other related systems.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Plans, prioritizes, assigns, supervises, reviews and evaluates the work of subordinates responsible for facility maintenance. Establish schedules and methods for providing facility maintenance services; identify resource needs; reviews needs and allocate resources accordingly. Participates with the Pacific Regional Director, Assistant Superintendent and General Foreman in the facility master planning, developing, estimating and justifying the over-all operational long range plans. Provides technical expertise to facilities personnel and outside contractors to assist them in understanding specific job requirements and in the planning for future expansion and projects by drawing or sketching diagrams and layouts and using blueprints, codes, and estimates. Draws working plans for minor renovations and repairs, cost estimating of repairs and other projects. Train or coordinate training in facility maintenance and safety methods, procedures and techniques. Develop and organize preventive maintenance and safety inspection programs for all facilities and equipment. Coordinate construction projects, renovations and other special projects related to facilities. Selects individual workers for assignment to building maintenance operations, not only those assigned regularly to repair shop but also those laborer type personnel regularly working on other work within the cemetery. Provides direction, guidance and instruction to personnel and other vendors/contractors in the correct operation of equipment and materials used to complete required maintenance activities. Explains the work requirement, methods, etc. Furnishes instructions involving electrical, plumbing, painting and carpentry trades and correlates these efforts with operations. Prepares reports of inspections and labor and material estimates of conditions of property and equipment and materials needed for repairs using a computer and measuring devices. **25%**

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Identifies and corrects building and equipment problems by hands on supervision of carpentry, electrical, plumbing, painting, and HVAC work to maintain buildings and equipment in safe condition. Inspects facilities (e.g. houses, buildings, etc.); equipment (e.g. fire safety, generators, compressors, etc.); systems (e.g. electrical, plumbing, power sources, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance using hand, power and specialty tools. Recommends building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes and providing the supervisor with a report of alternatives to meet ABMC standards and building codes. **20%**

Performs all electrical works or provides close supervision. Analyzes electrical circuits, wiring diagrams and drawings, and installs, repairs, calibrates, services or replaces electrical devices and systems, and power generation devices to prevent overload using an amp probe, recording meter and various hand, power, and specialty tools. Installs, repairs and tests cemetery electrical supply and distribution system which includes both high and low voltage electrical lines and connection. Test and repair shop electrical equipment, emergency or standby generating systems, and internal electrical power distribution facilities such as switchboards, controllers, circuit breakers and motors. Tests and repairs telephone systems, diagnoses trouble in the electrical system or equipment. Submits request for materials, supplies and tools required for operational needs. Makes standard computations relating to load requirements of wiring and electrical equipment. Use specialized measuring and testing instruments such as voltmeters, am meters, watt meters and mergers. Must climb high poles and perform work on and/or nearby high voltage wires. Observes safety precautions and sees to it that all employees which he supervises do the same. **20%**

Responsible for all installation and repairs of the automatic and manual irrigation system which provides water to approximately 100 acres of fine lawns and landscaped lands. This include maintenance and monitoring of ESP Rainbird Satellite Irrigation System of the Cemetery. Supervise the repairs of leaking, broken irrigation pipe lines. Training of facility personnel for servicing, trouble shooting, proper adjustment of irrigation sprinkler system. Maintenance and service of Flowtronex irrigation pumping system such as: 3 ea. 50 hp 1 ea. 3hp booster pumps and Variable frequency drive (VFD) which provide a constant pressure to meet the requirement of irrigation supply. Perform programming of irrigation pumping system due for replacement of VFD assy. Troubleshoot and replace electronic components of pumping system. Calibrate pressure valve and switches for safety requirements. In addition to the responsibilities listed above, duties also include monitoring, maintenance, repairs and operation of 100 kilowatt generators, and two deep wells. Plans and performs work from blue prints with multiple views and guides to have the work done on time. Supervises personnel engaged on the replacement of broken water pipe and repair of irrigation system. **20%**

Perform other duties as directed by the Pacific Regional Director, Assistant Superintendent and General Foreman. **10%**

Recommends promotion of subordinates, makes formal appraisals of their work performance, and determines training needs. Remains current on job specific expertise through various sources (e.g. trade publications and shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve equipment reliability. **5%**

DESIRED QUALIFICATIONS

- Candidate must possess at least a Bachelor's/College Degree, Engineering or equivalent
- Minimum of two (2) years' experience in similar position preferred
- Excellent English oral and written communication skills
- With Professional Demeanor, dynamic and highly motivated
- Can start immediately
- **Knowledge of:**
 - Operations, services and activities of a building maintenance, repair and construction program.
 - Materials, methods terminology, equipment and tools used in the maintenance, repair and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, irrigation, electrical and painting work.
 - Principles of supervision, training and performance evaluation.
 - Basic principles and practices of budget preparation and administration
 - Equipment, tools and materials used in facility maintenance activities
 - Construction and project management principles
 - Principles and practices of safety management
 - Office procedures, methods and computers
- **Ability to:**
 - Read and understand construction drawings, plans and specifications
 - Organize, implement and direct facility maintenance operations and activities
 - Supervise, train and evaluate assigned staff
 - Interpret and explain pertinent department policies and procedures
 - Communicate and interact with Overseas Operations Engineering Staff on technical matters in the Pacific Region
 - Perform the most complex maintenance duties and operate related equipment
 - Develop and recommend systems and procedures related to assigned operations
 - Operate office equipment including computers, AutoCAD and other technical programs.

APPLICATIONS

Send applications to the Human Resources Office, U.S. Embassy, Manila or ABMC-Personnel Office. For further information regarding the position, please call 301-2000 ext 2139, or call 844-0212 / 813-2521 ext 205.